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## Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 30 September 1957

FROM : Chief, Clerical Training

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SUBJECT: Report Number 40, Week of 24 - 30 September 1957

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1. Numbers in Clerical Induction Training. During the week of 24 September there were [ ] people in Clerical Induction Training. Of these [ ] were entering for the first time.

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2. Numbers in Clerical Orientation Training. There were [ ] people in Clerical Orientation for the week of 24 September.

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3. Results of Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the entrance-on-duty employees for the week of 24 September were as follows:

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	Tested	Qualified
Shorthand	[ ]	
Typewriting		

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4. Instructor on Leave. [ ] Instructor, Clerical Refresher Training, is on annual leave beginning 30 September 1957.

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5. Meeting with Officer from [ ] Chief, Clerical Training, met with [ ] Property and Supply Officer of [ ] on 24 September 1957 for the purpose of discussing the possibility for a study program in shorthand for clerical employees at [ ]. Tentative plans were made for [ ] to visit [ ] and talk with clerical employees who might be interested in pursuing either group or individual courses of study. Because it is impossible to assign a Clerical Instructor to [ ] for the purpose of conducting daily classes, it will be necessary to work out a system of periodic training follow-up system with these trainees.

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